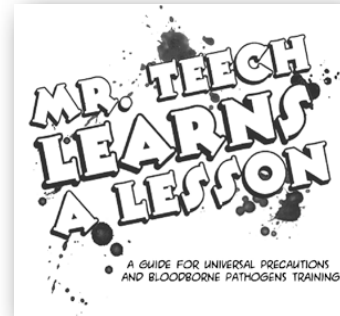




## Login Tutorial for Mr. Teech Learns a Lesson: A Guide for Universal Precautions and Bloodborne Pathogen Training

Please use the following directions as a guide to log into the Indiana Department of Education (IDOE) Moodle Online Learning server and Mr. Teech Learns a Lesson: A Guide for Universal Precautions and Bloodborne Pathogen Training.

After reading these instructions, go to the following web address to access the IDOE Moodle Online Learning server: <http://moodler.doe.in.gov>



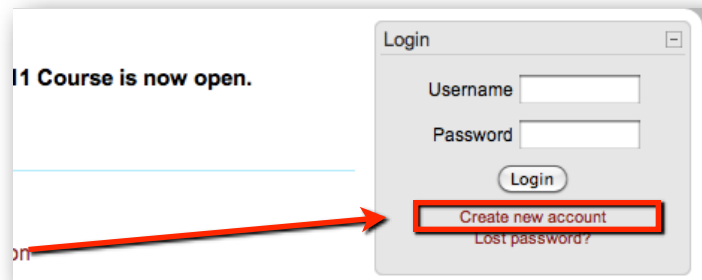
### ATTENTION!!

At one point in the log in process (step number 9) you will be asked for an “**enrollment key**”.

**The Enrollment Key is: up2007**

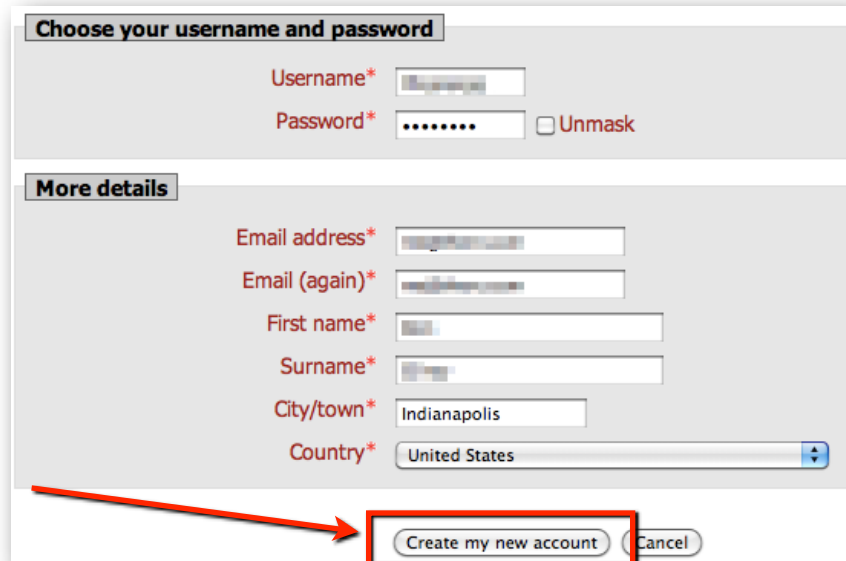
### Login Instructions

1. The user will be greeted with this screen. Note the box in the upper, right corner of the screen reading Login.
2. If you already have an account on this server, please enter your username and password and skip to step #8.
3. If you do not have an account, please click the link just below the Login button reading "Create new account". Please move forward to step #4.

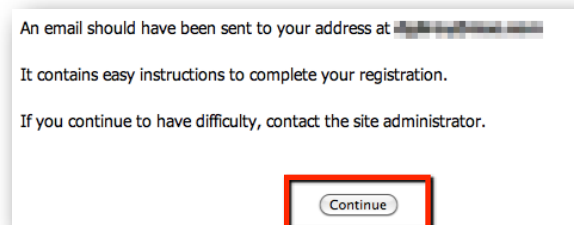


4. You will get the screen shown to the right. Fill in all the information requested. You are allowed to create your own personal username and password. If the username is already taken, you will be prompted by the system to choose another username. A valid email address is required to create a new account on Moodle because many of the features (lost password, messages from the coordinator) rely on an email address

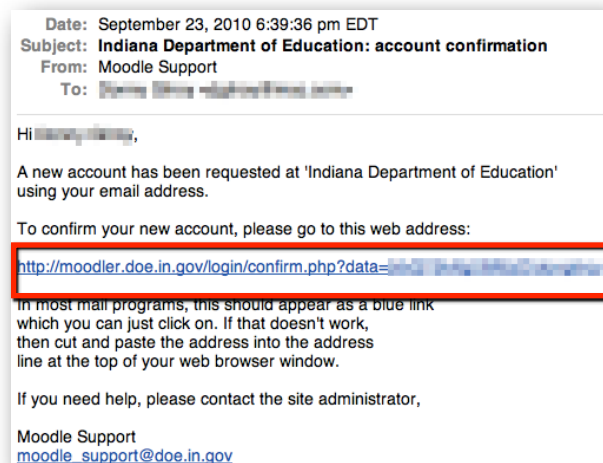
When you have filled in all the blanks, click the "Create my new account" button.



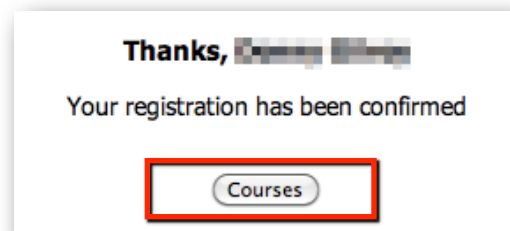
5. Read this screen carefully. You are being asked to go to check your email to continue the registration process. We do this for security reasons. This helps prevent people from signing up other people without their permission. Clicking the Continue button on this screen is not necessary.



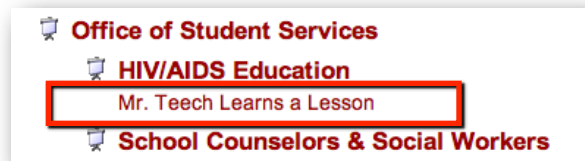
6. The email you receive may look like the one found to the right. Read it thoroughly and click the link within the email. If the link is not "clickable" copy it, paste it into the location field of your web browser and hit "Enter" or "Return" on your keyboard. NOTE: If you do not get an email in a reasonable period of time, check your Junk Mail/Spam folder. Sometimes this gets thrown away by mistake. If you still do not get an email, send a message to [moodle\\_support@doe.in.gov](mailto:moodle_support@doe.in.gov) for assistance.



7. When you click the link in the email, you should be sent back to our Moodle Server and see a screen resembling that found to the right. Click the link that reads Courses.



8. You'll see a list of courses offered on this server. You are going to be entering "Mr. Teech Learns a Lesson" so click the link for that course.



9. In order to gather data related to the use of the program, we have locked it with an enrollment key. The 'enrollment key' for "Mr. Teech Learns a Lesson" is up2007. Type up2007 in the box labeled "Enrollment Key". Then click on "Enroll me in this course".

A screenshot of a web form. At the top, it says "This course requires an 'enrolment key' - a one-time password that you should have received from Sholonda Trice." Below this, there is a label "Enrolment key:" followed by a text input field containing "\*\*\*\*\*". To the right of the input field is a button labeled "Enrol me in this course". Below the input field is a "Cancel" button.

10. Next you should see the class page with the large graphic shown below.

## Congratulations!

You have created a new account on our server and you have successfully enrolled yourself in "Mr. Teech Learns a Lesson".

A screenshot of a web page titled "INTRODUCTION". The page contains several sections of text. On the right side, there is a large, stylized graphic that says "MR. TEECH LEARNS A LESSON" in a bold, blocky font. Below the graphic, it says "A GUIDE FOR UNIVERSAL PRECAUTIONS AND BLOODBORNE PATHOGENS TRAINING". The text on the left includes an "An Exciting Training Tool..." section, a "Viewing Option..." section, and a "Classroom Use Encouraged..." section. At the bottom, there is a "HELP" section with a link to "Read Before Using the Resources on this Page" and a "GENERAL INFORMATION" section with a link to "Important Training Facilitator Information...".



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